

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-09	Effective Date: 12/05/03	Revision Date: 08/31/04
Subject: Dress Code		

I. Policy Statement

It is the policy of Juvenile Justice Services, that all staff members will maintain a professional appearance in dress, hygiene, and grooming appropriate for their specific work assignment and duties. It is also the policy of JJS that the dress code must be a balance between providing a positive role model and establishing trust and rapport with the juveniles served.

II. Rationale

The purpose of this dress code is to establish a standard of dress and grooming for employees of Juvenile Justice Services that promotes a professional image and public confidence.

III. Procedures

- A. The State office and each program director will develop a Program Dress Code for their area of responsibility. The Division Administrative Team must approve any proposed Program Dress Code or changes to existing dress codes.
- B. Identified herein, are the minimum standards of dress and appearance. This policy does not prohibit stricter standards in Program Dress Codes.
- C. Public events and training: staff must be neat, clean and professional when attending public events and training. Slacks, jeans, cotton or cotton-blend pants, shirts with collar, JJS logo shirts and dress sandals are permitted.
- D. Court and public appearances: staff must present themselves in the most professional manner possible when appearing in court and representing Juvenile Justice Services at public appearances. A dress shirt with collar, slacks, tie, dress belt, dress shoes and socks for men are required. Dresses, suits, dress skirts, dress pants with dress blouses, dress shoes or dress sandals for women are required. Juvenile Justice Services's logo shirts may only be worn in video court.
- E. The following expectations are applicable to all settings and work conditions:
 - 1. clothes must be clean and in good condition;
 - 2. hair must be neat, clean and well groomed;
 - 3. footwear is to be appropriate for the assignment; all footwear must be clean and free of holes;

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4. visible body piercings (nose, tongue, lip, eyebrow, etc.), other than earrings, are not permitted;
 5. sunglasses and hats are not to be worn inside facilities;
 6. pants may not sag;
 7. body art (tattoos) that depicts profanity or is of an explicit nature must not be visible;
 8. tank tops, cut-offs, or flip-flops are not permitted.
 9. Shorts may only be worn in the following circumstances with prior approval from the Associate Program Director:
 - a. while supervising work crews where the juvenile are also allowed to wear shorts, as long as the shorts do not create a potential hazard for a work-related injury;
 - b. while participating with juvenile during physical recreational activities (i.e., hiking, games, etc.); and
 - c. while participating in outdoor service projects, team building exercises (i.e., rope courses, etc.).Shorts must be of the design and style that are sold as shorts. Shorts shall be no more than two inches above the knee, when sitting.
 10. Sweat or warm-up pants and shirts are permitted only during physical training (i.e., Positive Control Training).
- F. Each employee will receive a copy of the JJS Dress Code and Program Dress Code and is expected to sign the Statement of Understanding and Compliance.
- G. It is the supervisor's responsibility to assure that employees are dressed in accordance with the Dress Code.
- H. Employees whom are determined by their supervisor to be inappropriately dressed will be sent home and directed to return to work in proper attire. Such time spent away from work will not be compensated.
- I. Failure to adhere to this dress code may result in disciplinary action, up to and including termination.
- J. In order to present a more professional image, male and female staff will not wear clothing that is provocative in nature. Examples are: see-through clothing, mini-skirts, low-cut shirts or blouses, shirts or blouses revealing bare midriffs, or overly tight-fitting clothing.

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IV. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division Administration Team on this date, and is approved upon the signature of the Director.

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date